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ER-5-8449
29 JUL 1954

MEMORANDUM FOR: Deputy Director (Administration)
ATTENTION: Special Assistant
SUBJECT : Training Programs Conducted by the Logistics Office

REFERENCE: Memo to Office Heads and Staff Chiefs, DD/I and
DD/A - Subject: Non-OTR Training, dated 21 July 1954

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1. During Fiscal Year 1954, the Logistics Office has developed an extensive training program under the direction of a full-time Training Officer. The primary development in the training field has been the initiation of a six-weeks Logistics Support Course. The main objective of this course is to prepare logistical personnel from the DD/P offices and from within the Logistics Office for overseas logistical assignment. A secondary objective is to provide them with a well-rounded picture of headquarters logistical operations. The first three weeks is held in headquarters and utilizes approximately thirty (30) Logistics personnel as part-time instructors. The last three weeks is held at [] in conjunction with the Office of Training and consists of on-the-job training in stock control and warehousing, and operational training in caching, air support and maritime support. Office of Training instructors and supervisors are utilized during this field phase of the training as well as Logistics personnel. Administrative and technical responsibility for the entire course has remained within the Logistics Office. The Logistics Support Course is being held on a quarterly basis. Three courses were held during Fiscal Year 1954 with a total enrollment of forty-one (41) students.

2. Individual indoctrination programs in the Logistics Office for Administrative and Logistics personnel from other parts of the Agency have been developed for forty-eight (48) persons during Fiscal Year 1954. These programs have ranged in time from one-half day to two or more weeks and have been developed by the Training Officer in terms of the individual's particular interests and responsibilities. These programs have been developed for both middle and higher level personnel (Grade range - GS-7 to GS-15), and normally include:

- a. Conference with Chief or Deputy Chief of Logistics
- b. Rotation to various divisions within the Logistics Office and instruction in their functions.
- c. Specialized training, if desired, in particular phases of logistical operations.

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Technical logistical personnel are utilized as required in these programs. Selection of personnel to be used depends upon level of responsibility of person receiving indoctrination, his particular interests, and the length of his training period.

3. Group orientation training programs lasting a full day have been developed during the past year. The purpose of these sessions is to orient both new and old employees as to the headquarters and field responsibility of the Logistics Office. Lectures are given by the Training Officer and the participants are taken on a tour of the [redacted] Eighty-one (81) Logistics employees attended these training sessions during Fiscal Year 1954.

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4. Other miscellaneous training activities during Fiscal Year 1954 have included the following.

1. Specialized warehouse training [redacted] for six (6) non-logistics individuals, (normally 1-2 days in specific phases of the operations).
2. Long-range rotational training (3-6 months) for two (2) non-logistics individuals as part of an overall career service program for these individuals.

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5. Planned and projected internal training for Fiscal Year 1955 includes the following:

- a. Continuation of previously outlined training programs, with adjustments and changes as required by internal and operational needs.
- b. Development of a Logistics Supervisory training program to be initiated in the Fall of 1954. Program will be internally administered - technical guidance will be received from the Office of Training. It is expected that 50-70 supervisors will receive this training.
- c. Development of a technical Logistics Training Course, with emphasis on headquarters rather than field operations to be conducted on an annual basis. Enrollment of 30-40 is anticipated, with Logistics technical personnel to be utilized as instructors.

[redacted]
JAMES A. GARRISON
Chief of Logistics

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Office Memorandum • UNITED STATES GOVERNMENT

TO : Special Assistant DD/A

DATE: 28 July 1954

FROM : Executive Officer, Security Office

SUBJECT: Non-OTR Training

1. Reference is made to the memorandum dated 21 July 1954 from DTR on the above subject. In compliance with your request, information is submitted concerning the formal training conducted by or within this office.

2. During the fiscal year 1954, the following training was provided:

(a) Special Security Division Investigative Training, a three weeks' training course, was given from 3 to 20 August 1953 (Course #15 -- 13 students) and from 15 to 30 March 1954 (Course #16 -- 12 students) to Investigators in that Division. This was classroom training. The objective was to train Investigators

assignments in the handling of cases, in accordance with the specialized methods and procedures established in the Security Office. There were approximately 16 instructors in this training course, most of them being supervisors within the Security Office who gave lectures on the subjects within the scope of their activities. Two instructors were from the Office of Training.

(b) Security Office specialized training for Security Officers was given in addition to the operational training provided by the Office of Training. This was for persons who were being prepared for assignment overseas as Security Officers. The training was individual in nature and each person was given sufficient training, usually of one month's duration, with the objective to prepare each Security Officer to perform his specialized functions in his assignment in accordance with methods and procedures established by the Security Office. The number of instructors utilized varied from a few to possibly 20, depending upon the length of the training given. During the fiscal year 1954, 22 persons were given training under this program.

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(c) The Special Security Division Technical Training Course Number 2 was given from 26 April to 14 May 1954 to 16 Special Agents of the Special Security Division, Security Office. This course combined classroom and laboratory instruction. The objective was to train investigators [redacted]

[redacted] in the technical aspects of investigative techniques, including countermeasures, in accordance with the specialized methods and procedures established in the Security Office. This course utilized 12 instructors from the Security Office and 3 others (2 from TSS and 1 from OTR).

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(e) A Security Office Indoctrination for Office of Communications Security Division personnel was given 24 to 28 May 1954 (1/2 day each day) to 10 persons from that office. The objective of this program was to train Communications Office personnel who were assigned to Security Officer duties, in addition to their regular tasks, in the methods and procedures considered to be essential for the security of an overseas or domestic installation. This program utilized one instructor full time and nine instructors on a part-time basis.

(f) Security Office Orientation for Office of Training/BTP Instructor Personnel was given 15 and 16 February 1954 to 15 persons. This was classroom type training. The objective was to familiarize the instructors with the mission, organization and responsibilities of the Security Office. One full-time instructor and six part-time instructors were utilized during this course.

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(g) A Security Office Orientation for the BIC (I) Instructors was presented on 17 June 1954 to eight instructors. This was a classroom type presentation with the objective to familiarize the BIC (I) instructors with the mission, organization, and responsibilities of the Security Office. One instructor was utilized in this program.

(h) The regular Polygraph Training during the fiscal year 1954 was given to three Interrogation Research Branch staff members and [REDACTED]

[REDACTED] The course included 6 weeks academic instruction and 18 weeks supervised on-the-job training. Three instructors full time were used for this training, in addition to one guest lecturer for six hours. The objective was to provide the students with knowledge of interrogation, polygraph techniques and activities.

(i) The Physical Security Branch, Security Division, provides Agency Firearms Training. This training, which is given to Security Officers, Couriers, Security Patrol members and other Agency personnel is given on an individual basis and includes both classroom and range activities. The objective of this program is to either familiarize or qualify certain individuals in the use of one or several small arms. Two instructors are utilized in this program on a part-time basis. During fiscal year 1954, 317 persons were provided training in a total of 935 sessions on the familiarization and use of various small arms. The average time per session was two and one-half hours. Various non-CIA range facilities were used for this purpose.

(j) The Physical Security Branch, Security Division, conducts a weekly security indoctrination of two hours' duration for new employees and returnees, with the objective to familiarize these persons with basic security practices. The presentation is of a classroom type. During fiscal year 1954, there was an average of 35 persons so indoctrinated each week. Two instructors were utilized during this two-hour period.

(k) In addition to the above training, the Training Staff of the Security Office conducts frequent individual briefings on Security Office functions, responsibilities and procedures for various individuals outside the Security Office having a need for this type of training. These briefings last from one hour to several days.

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3. During the fiscal year 1955, the following training is anticipated:

(a) It is expected that two SSD Investigator classes will be conducted during this period with approximately 16 students in each class. The type of training, duration, training objective and number of instructors will be similar to those in the course described in Paragraph 2(a) above.

(b) It is expected that during this period approximately 20 Security Officers will be processed under the Security Officer Training Program with the type, duration and objective of training being similar to those described in Paragraph 2(b) above.

(c) It is expected that one Special Security Division Technical Training Course will be provided for [redacted] Special Security Division Investigators [redacted] during this period. The type of training, duration and objectives of this course will be similar to those described in Paragraph 2(c) above.

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(d) It is expected that in-service training for the [redacted] Special Security Division Investigators [redacted] will be provided during this period on the basis of one course of two weeks' duration every three months. The type of training and the objective will be similar to those described in Paragraph 2(d) above, and the size of each class is expected to be approximately 16 students.

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(e) It is expected that at least 2 Interrogation Research Branch, Security Division, personnel and at least [redacted] [redacted] will be provided with the 6 weeks' academic training and 18 weeks' on-the-job training during this period. The objective of this program will be similar to that described in Paragraph 2(h) above.

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(f) It is anticipated that the Agency Firearms Training program conducted by the Physical Security Branch, Security Division, will be continued, with this training being of the same type and having the same objective as described in Paragraph 2(i) above. According to the record, as reflected in fiscal 1954, it is anticipated that 400 persons will receive this type of training, with the same number of instructors as in fiscal '54.

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(g) It is expected that the Security Office Indoctrination program will continue with the same type, duration and objective during fiscal 1955 as described in Paragraph 2(j) above. It is anticipated that the weekly two-hour session will have attendance of 25 to 30 individuals.

(h) In addition to the above training, it is expected that there will be a continued increase in the orientation type of training conducted by the Training Staff of the Security Office on the subject of the Security Office policies, procedures and techniques. It is expected that this will be offered both to small groups and on an individual basis to various Agency personnel outside the Security Office.

SO/HJC:ewd(28 July 1954)



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